

Professional and Managerial Branch  
Planning & Development Group  
City Planning Series

**PLANNING, RESEARCH & DEVELOPMENT DIRECTOR**

11/99 (JAS)

*Summary:*

Under administrative direction, as department head, manage strategic functions and initiatives associated with City and regional comprehensive and current urban planning programs through subordinate division managers

*Typical Duties:*

Plan, organize, implement, coordinate and assess department functions pertaining to long and short range land use development, growth and revitalization. Involves: overseeing economic and demographic research and preparation and forecasts and impact studies on school systems, health care services, public transportation and parking, streets and traffic, water and energy utilities, housing, environmental protection, cultural and recreation resources, park and open spaces, correctional facilities, solid waste disposal, commercial redevelopment, industrial zoning, and employment; devising and recommending arrangements of land and physical facilities, and governmental measures to control and guide their development and renewal; evaluating land use and boundary adjustment proposals for compliance with zoning regulations, pollution mitigation measures, and other applicable laws, and resolving highly difficult disputes between planning staff and development applicants; ensuring maintenance of complete and accurate official City map library and geographic information databases, federal and state grant applications components relating to geography, maps, plats, and subdivision and site plans, zoning ordinance amendments and revisions, and licenses and permits; providing expert professional staff support and technical advice to the Mayor and City Council, the City Planning Commission, Metropolitan Planning Organization and various interdepartmental committees on policy issues related to urban and regional planning, and general development activities, including code enforcement and inter-governmental agreements to meet the City's needs; consulting and collaborating on adapting and integrating diverse public and private programs and projects with other government agencies, civic organizations, social scientists and the business community at local, state, regional, federal and international levels.

Direct department administration. Involves: formulating, establishing and enforcing department policies, methods, goals and standards; reviewing progress, expediting workflow, and improving efficiency and effectiveness of services within delegated sphere of responsibility to achieve goals using available resources as budgeted; conducting cost-benefit, statistical or other analyses, such as funding, labor, material and time estimates in order to provide new or changed services for other departments or entities and the general public, and recommending programs or projects; reviewing unit funding requests and suggestions for program improvements and staffing changes to prepare consolidated annual budget, and set and measure organization performance; participating in capital improvement planning by recommending new and modified facilities and equipment; monitoring expenditures of budgeted funds by recording and analyzing purchase, repair, personal services and other costs to minimize expenditures for which accountable in accordance with established City financial policies and procedures; overseeing operation and upkeep of computerized planning management and geographic information systems; obtaining and maintaining internal payroll and related employee records, requisition and purchase order documents, and other required records; preparing specifications, participating in negotiation and monitoring execution of contracts for planning consulting and other services, and equipment and supplies in accordance with City procurement policies and procedures.

Supervise, as appointing officer, designated exempt and nonexempt supervisory and nonsupervisory professional, administrative, technical and clerical personnel. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness, and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance and reviewing ratings by subordinates; coaching and arranging for or conducting training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; interviewing applicants, hiring, terminating, counseling and disciplining subordinates; changing personnel status, organization structure and job- designs.

Perform related incidental executive duties contributing to realization of City goals as delegated. Includes: personally carrying out key professional and managerial functions usually delegated to others as qualified to maintain continuity of essential department services when necessary; providing designated support for miscellaneous projects or other temporary activities as instructed; serving on ad hoc or regular committees, or leading or participating in meetings to represent the City or the department; conducting special and recurring studies,

and preparing and presenting related reports and recommendations containing technical data and cost estimates affecting department activities for review by City officials and other executives; engaging in activities associated with training and orientation of less knowledgeable coworkers upon request, and in designated professional development assignments under general direction; remaining aware of occupationally related technological and conceptual developments; overseeing maintenance of department activity or status records.

*Minimum Qualifications:*

Training and Experience: Graduation from a college or university with a Master's degree in Urban or Regional Planning, Public or Business Administration, Civil Engineering, Landscape Architecture, or related field; and eight (8) years of increasingly responsible professional urban planning and related program administration experience, including two (2) years in a second level or higher supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: methods and principles of urban and regional planning and development; supervisory techniques and administrative practices. Considerable knowledge of: zoning laws and comprehensive plans including their formation, adoption and enforcement processes; Good knowledge of geographic information systems applications;

Ability to: read, comprehend and analyze standard scientific and technical journals, financial reports, legal documents and an extensive variety of technical instructions in mathematical or diagram form in order to deal with diverse abstract and concrete urban and regional planning variables; define complex community social, economic and physical facilities problems, collect data, establish facts, and draw valid conclusions regarding effects of physical developments of zoning and land use; apply mathematical concepts such as probability and statistical inference, fundamentals of plane and solid geometry and trigonometry, and fractions, percentages, ratios and proportions to practical situations; establish and maintain effective working relationships with politically diverse government officials, regulatory agencies, civic groups, the business community, the general public and subordinates to develop common objectives within limitations of available funding; provide leadership and impartially exercise authority as an appointing officer; communicate clearly and concisely both orally and in writing to respond to general inquiries or complaints, prepare complex reports, public speeches and position papers in accepted styles and formats, and present information to top management, public groups, boards and other audiences that may not be generally familiar with the topics.

Skill in safe operation and care of: personal computer or network workstation; generic business productivity, geographic information and specialized urban planning software; common office equipment, tools and instruments.

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Director of Personnel

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Department Head